

Request New Application Account

DDMS Account Creation
IdMAX Process



HELP

Sun[™] Microsystems, Inc.

Identity and Access Management Tools - a gateway to access multiple NASA systems, including badgeing, IT access, and updating your personal information in NASA's public information directory.

**Don't know
your AUID?
Click here.**

1. Your Agency User ID (AUID) [Click here to find your Agency User ID](#)
2. Your IdMAX password (This will be emailed to you if you are a first time user and have completed first time enrollment.)

To begin, please enter your AUID and password below. If you are a first-time user, please [click here](#) or click the 'First Time User' button. If you have forgotten your password, enter your AUID and click the "Forgot Password?" link.

Your AUID:

Your IdMAX Password:

[Log In](#) [Forgot Password?](#)

**First time
IdMAX
users, click
here.**

**First Time Users
Click Here**

Frequently Asked Questions

or Agency
Help Desk
1.866.419.6297

List of Applications
Click here for a current listing

1. Access the IdMAX website – <https://idmax.nasa.gov>
2. If this is the first time you have ever accessed IdMAX, click the “First Time User” link shown above and follow the instructions to get a temporary password.
3. Enter your AUID and password and log in.
4. If your password is expired or you have forgotten your password, enter your AUID and click the “Forgot Password” link.
 - You will then be prompted to answer your *authentication questions that were previously answered when you set up your IdMAX account.



IdMAX: Identity and Access Management Tools

Welcome, Cynthia Kirkpatrick.

Please select one of the options below:

User Self-Service Tools

[Change Your Password](#)

[Update Answers to Authentication Questions](#)

[User Search](#)

[Invite - Remote User Identity](#)

[Modify Directory Names and E-mail Addresses](#)

Change your IdMAX (DDMS) password, update authentication questions, etc. here



DDMS Passwords expire every 60 days.
NOTE: No Password Expiration Notices are sent by IdMAX.

Account Management - NAMS

[Request New Application Account](#)

[Modify Application Account](#)

[Close Application Account](#)

[NAMS Application List](#)

Choose the "Request New Application Account" link.

NAMS Tools

[NAMS Request Status Viewer](#)

[Application Request Process Audit Tool \(ARPAT\)](#)

[Request Audit Viewer](#)

[Reset / Remove Application Requests](#)

[Set IT Security Training Date](#)

IdMAX Approvers can access their Approval tasks here.

[View Inbox](#)

Request New Application Account



User Application Request Form

Complete the User, Requester, Sponsor, and Applications information. Click the following link for instructions: [Instructions](#).

The screenshot shows the "User Application Request Form" with four tabs: "USER", "REQUESTER", "SPONSOR", and "APPLICATIONS". The "USER" tab is selected. Below the tabs, the text "This Request is for:" is followed by a red circle around a "Select Yourself" button. To the right of this button is the text "OR search for the User:". Below this, there are search criteria fields: "First Name" (Starts With), "Last Name" (Starts With), "Center" (All Centers), and "Limit Results" (10). There are also "Search", "Reset Query", and "Advanced Search" buttons. On the right side of the form, there is a "User Information" section with fields for "UUPIC", "Name", "Center", and "Contact Information".

User Information	
UUPIC	091224303
Name	Cynthia H Kirkpatrick
Center	MSFC
Contact Information	256.544.3497 Cynthia.H.Kirkpatrick@nasa.gov

1. Select the User Tab – Search for the user needing the application access and select the appropriate search result. If you are the “User”, then click the “Select Yourself” button indicated above.
2. Select the Requester Tab – Search for the person requesting the User to have access and select the appropriate search result. (User and Requester can be the same person.) If you are the “Requester”, then click the “Select Yourself” button indicated above.
3. Select the Sponsor Tab – Search for the Sponsor of the User and select the appropriate search result. (Click the “Who is a Sponsor” link for help.) The User cannot be the Sponsor.
4. Select the Application Tab – Search for “DDMS” and then Select AGCY0004 MSFC-IEC DDMS search result.

The screenshot shows a window titled "Application(s) to Provision". Inside the window, there is a list containing one item: "AGCY0004 MSFC-IEC DDMS". To the left of this item is a "Delete" button. At the bottom of the window, there are two buttons: "Continue" and "Cancel".

1. After the Requester has selected the DDMS application, it will be listed at the bottom of the request as an “Application to Provision”.
2. Click “Continue”.

**Application Request Form for AGCY0004 MSFC-IEC DDMS**

This form allows you to request user access to MSFC-IEC DDMS Products and Projects. Click **Submit** when finished.

Current Request Information:

USER	REQUESTER	SPONSOR
Account ID: 046629051	Account ID: 091224303	Account ID: 615539410
Name: Deloris Westbrooks	Name: Cynthia Kirkpatrick	Name: Michael Allen
Phone Number: 256.544.2724	Phone Number: 256.544.3497	Phone Number: 256.544.6213
Email Address: Deloris.Y.Westbrooks@nasa.gov	Email Address: Cynthia.H.Kirkpatrick@nasa.gov	Email Address: Michael.Allen@nasa.gov
Center: MSFC	Center: MSFC	Center: MSFC
Org Code: IS30	Org Code: ED03	Org Code: IS30
MS0252430	MS0273421	MS0265368
User ID(s): dwestbro na6f5i2l	User ID(s): ckirkpat kirkpch	User ID(s): msallen3 na6v3n6v

1. Verify request information. If changes need to be made, cancel the request and start over.

Security Information

IT Security Training Completion Date:	01/17/2008
Subscriber Agreement Signed Date:	12/03/2008
US Citizen:	Yes
Lawful Permanent Resident :	Yes
Employer:	SAIC - MSFC
Contract Number :	NNM04AA02C
Foreign Owned Company:	No
Validation Code:	Validated
PIV Status:	Authorized
NAMS Status:	Enabled

2. You may choose up to five DDMS Projects/Products to access per request. Select each area and click the arrow key to move your choice to the box to the right of the list.

Access to MSFC-IEC DDMS Products and Projects.
Select the Products or Projects that you are requesting access to.

Ares I - 1 EDF
Ares I - Aft Skirt
Ares I - Common Bulkhead
Ares I - Core Stage
Ares I - Engineering Internal I
Ares I - First Stage
Ares I - FITO

Account Expiration: 02/13/2010

Urgency: ☒ Normal ☐ Priority ☐ Emergency

Special Instructions

Business Justification

4. Click Continue

3. IMPORTANT: To prevent possible delay in your request approval - Provide sufficient Justification for your DDMS Access Request. Include in your justification the type of access you require (i.e. read, write, etc.)

Continue Cancel

Indicates a required field



Confirm Application Account Request

Confirm the new application account request and click **Continue** when finished.

Request Information

		Priority Status: Normal			
	Name	UUPIC	Phone	Center	Email
User	Deloris Y Westbrooks	046629051	256.544.2724	MSFC	Deloris.Y.Westbrooks@nasa.gov
Sponsor	Michael Allen	615539410	256.544.6213	MSFC	Michael.Allen@nasa.gov
Requester	Cynthia Kirkpatrick	091224303	256.544.3497	MSFC	Cynthia.H.Kirkpatrick@nasa.gov

Requested Application(s)

Application Name: AGCY0004 MSFC-IEC DDMS

Business Justification test

Urgency Normal

Account Expiration Sat Feb 13 00:00:00 2010

Special Instructions

1. Click Continue to confirm your request.

Continue

Start Over

Cancel



Application Account Request

Below is the request number generated. Please print or note for future reference. Click **SUBMIT** when finished.

Request Number NR-AR-000004837

Submit

2. Click Submit to complete the New Application Account Request and send the request to your sponsor.

Once your request has been approved by your Sponsor and the Project or Product Approvers, you will be notified of your DDMS access by the DDMS Administrator with further instructions on how to access the application.

Modify Application Account

DDMS Account Modification
IdMAX Process



Welcome to IdMAX:

Identity and Access Management Tools - a gateway to access multiple new tools that are used for badging, IT access, and updating your personal information in NASA's public information directory.

To access the IdMAX system, you will need to know the following:

1. Your Agency User ID (AUID) [Click here to find your Agency User ID](#)
2. Your IdMAX password *(This will be emailed to you if you are a first time user and have completed first time enrollment.)*

To begin, please enter your AUID and password below. If you are a first-time user, please [click here](#) or click the 'First Time User' button.

If you have forgotten your password, enter your AUID and click the "Forgot Password?" link.

Your AUID:

Your IdMAX
Password:

[Log In](#)

[Forgot Password?](#)

**First Time Users
Click Here**

**Frequently
Asked
Questions**

or Agency
Help Desk
1.866.419.6297

**List of
Applications**

[Click here for
a current listing](#)

Don't know
your AUID?
Click here.

1. Access the IdMAX website – <https://idmax.nasa.gov>
2. Enter your AUID and password and log in.
3. If your password is expired or you have forgotten your password, enter your AUID and click the “Forgot Password” link.
 - You will then be prompted to answer your *authentication questions that were previously answered when you set up your IdMAX account.



IdMAX: Identity and Access Management Tools

Welcome, Cynthia Kirkpatrick.

Please select one of the options below:

User Self-Service Tools

[Change Your Password](#)

[Update Answers to Authentication Questions](#)

[User Search](#)

[Invite - Remote User Identity](#)

[Modify Directory Names and E-mail Addresses](#)

Change your IdMAX
(DDMS) password,
update authentication
questions, etc. here



DDMS Passwords
expire every 60 days.
**NOTE: No Password
Expiration Notices are
sent by IdMAX.**

Account Management - NAMS

[Request New Application Account](#)

[Modify Application Account](#)

[Close Application Account](#)

[NAMS Application List](#)

Choose the "Modify
Application Account"
link.

NAMS Tools

[NAMS Request Status Viewer](#)

[Application Request Process Audit Tool \(ARPAT\)](#)

[Request Audit Viewer](#)

[Reset / Remove Application Requests](#)

[Set IT Security Training Date](#)

[View Inbox](#)



User Application Modify Form

Complete the User, Requester, Sponsor, and Application(s) to modify information. Click the following link for instructions: [Instructions](#).

USER

REQUESTER

SPONSOR

Select Yourself

Modify Request Is For:

OR search for the User:

First Name

Starts With

Last Name

Starts With

Center

Is

-- All Centers --

Limit Results

10

Note: Only initially adjudicated users will be returned and displayed.

Search

Reset Query

Advanced Search

User Information

UUPIC

091224303

Name

Cynthia H Kirkpatrick

Center

MSFC

Contact Information

256.544.3497

Cynthia.H.Kirkpatrick@nasa.gov

Completed Information

User: Cynthia H Kirkpatrick; Requester: Cynthia H Kirkpatrick; Sponsor: Debra S Swann

User Information

Security Information

IT Security Training Completion Date: 09/03/2008

US Citizen: Yes

Employer: SAIC - MSFC

Foreign Owned Company: No

Validation Code: Validated

PIV Status: Authorized

Pending Application Resource(s)

None.

Application(s) to Modify

Select an application account to be modified.

Application Name

☐ AGCY0003 NAMS Admin

☐ AGCY0004 MSFC-IEC DDMS

☐ AGCY0012 NCAD User

☐ AGCY0021 NASA Public Key Infrastructure (PKI)

☐ Nomad Exchange Mailbox

☐ MSFC PMDS

☐ MSFC ISRS

☐ MSFC ITSC

☐ MSFC Documentum

☐ MSFC Basic IT Accounts

☐ MSFC VPN

☐ MSFC SEFCHART

Continue

Cancel

1. Verify that the Completed Information about the User, Requester, and Sponsor is correct. If not correct, click on the appropriate tabs and make the necessary changes.

2. Choose MSFC-IEC-DDMS as the application to modify and click Continue.



Request for modifications to current AGCY0004 MSFC-IEC DDMS access.

This form allows you to request user access to MSFC-IEC DDMS Products and Projects. Click **Submit** when finished.

Current Request Information:

USER	REQUESTER	SPONSOR
Account ID: 091224303 Name: Cynthia Kirkpatrick Phone Number: 256.544.3497 Email Address: Cynthia.H.Kirkpatrick@nasa.gov Center: MSFC Org Code: ED03 User ID(s): ckirkpat kirkpch	Account ID: 091224303 Name: Cynthia Kirkpatrick Phone Number: 256.544.3497 Email Address: Cynthia.H.Kirkpatrick@nasa.gov Center: MSFC Org Code: ED03 User ID(s): ckirkpat kirkpch	Account ID: 457749134 Name: Debra Swaim Phone Number: 256.544.3380 Email Address: Debra.S.Swaim@nasa.gov Center: MSFC Org Code: JS30 User ID(s):

1. Verify request information

Access to MSFC-IEC DDMS Products and Projects.
Select the Products or Projects that you are requesting access to.

Ares I - 1 EDF
Ares I - Aft Skirt
Ares I - Common Bulkhead
Ares I - Core Stage
Ares I - Engineering Internal I
Ares I - First Stage
Ares I - FITO

2. You may choose up to five DDMS Projects/Products to access per request. Select each area and click the arrow key to move your choice to the box to the right of the list.

(Currently Assigned) Account Expiration

(Being Requested) Account Expiration 02/13/2010

Urgency ☒ Normal ☐ Priority ☐ Emergency

Special Instructions

Business Justification Grandfathered Account

3. **IMPORTANT:** To prevent possible delay in your request approval - Provide sufficient Justification for your DDMS Access Request. Include in your justification the type of access you require (i.e. read, write, etc.)

4. Click Submit

Submit Cancel